



United States Department of the Interior

Bureau of Land Management
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IN REPLY REFER TO:

March 25, 2002

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EMS TRANSMISSION - 3/28/02
Information Bulletin No. NM-2002-014

To: FM's and DSD's
From: DSD, Resource Planning, Use, and Protection
Subject: Incident Contracting Officer Training DD 4/1/02

The Director has delegated acquisition authority for emergency incidents to nonprocurement personnel to award Emergency Equipment Rental Agreements (EERAs), OF-294, and increased procurement personnel's authority for emergency incidents.

To use this authority, nonprocurement personnel are required to complete BLM's 16-hour "Incident Contracting Officer" (ICO) Training Course to obtain an ICO warrant. Nonprocurement personnel could include Fire Management Officers, Station Managers, Initial Attack Bosses, and Dispatchers. Purchasing Agents and Contract Specialists in the GS-1102/1105 series and other warranted Contracting Officers who support emergency incidents should also attend the ICO Training Course.

The ICO Training Course is conducted in three units which are:

- ◆ Authorities and Responsibilities of an ICO;
- ◆ Preparation and Maintenance of the local Service and Supply Plan;
- ◆ How to establish an Emergency Equipment Rental Agreement and all other associated forms.

Completion of the 16-hour S-260 Interagency Incident Business Management Training Course is required before applying for the ICO warrant.

The S-260 Course will be held in May, dates to follow, and the ICO Training Course will be held April 25-26, 2002. The ICO Training Course will be held in Albuquerque. Location will be announced in the acceptance letter.

Please confirm attendance to Carol Salo by e-mail or call her at (505) 438-7589. In your confirmation please note your name, office, and position within the fire organization.

Signed by:
Carsten F. Goff

Authenticated by:
Marcy Romero
Staff Assistant

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